

Motion to Transfer Adversary Proceeding to Another District.

STEP 1 Click on the **Adversary** hyperlink on the **Main Menu** then click on **Motions / Applications**.



STEP 2 The **Case Number** entry screen displays.

A screenshot of the 'Case Number' entry screen. It has a light blue header with the text 'Case Number'. Below the header is a text input field containing '04-2035'. At the bottom are two buttons: 'Next' and 'Clear'.

- ◆ **Case Number** - enter a case number in *YY-NNNN* format.
- ◆ Click on the **Next** button.

STEP 3 The **select type of motion/application** being filed screen displays.

A screenshot of the 'select type of motion/application' screen. It features a list box with several options: 'Set Status Conference', 'Show Cause', 'Stay', 'Stay Pending Appeal', 'Strike Document', 'Substitute Attorney', 'Summary Judgment', and 'Transfer Adversary Proceeding To Another District'. The last option is selected. Below the list box are 'Next' and 'Clear' buttons.

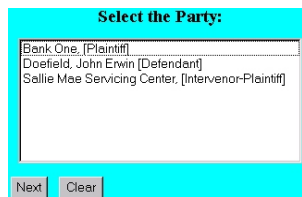
- ◆ Scroll through the options and highlight **Transfer Adversary Proceeding to Another District**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.

A screenshot of the 'Joint filing with other attorney(s)' screen. It has a light blue header with the text 'Joint filing with other attorney(s)'. Below the header is a checkbox. At the bottom are two buttons: 'Next' and 'Clear'.

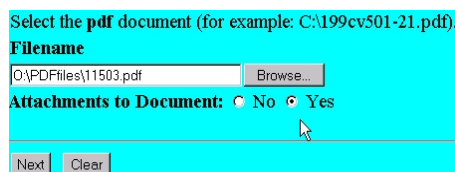
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



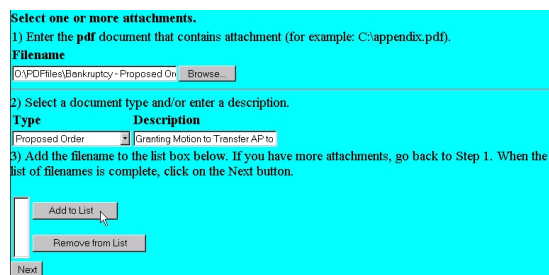
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



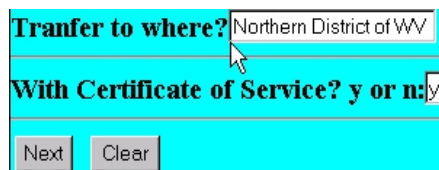
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.



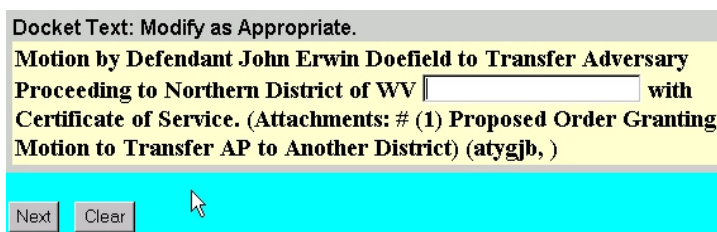
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **Transfer to where and With Certificate of Service?** screen displays.



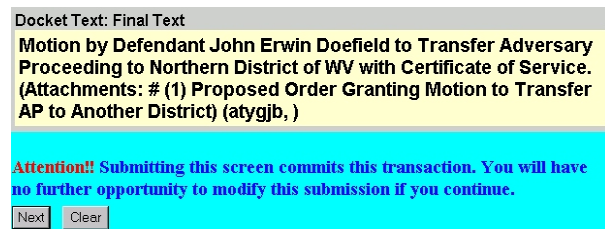
- ◆ **Transfer to where?:** Type in the appropriate district.
- ◆ Type a lowercase ‘y’ if a Certificate of Service is attached to your document or a lowercase ‘n’ if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 9 A **Docket Text: Modify as Appropriate** screen displays.



- ◆ Type in additional text if needed.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser’s Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygib, entered on 8/4/2004 at 4:23 PM EDT and filed on 8/4/2004

Case Name: Bank One v. Doefield
Case Number: [2:04-ap-02035](#)
Document Number: [9](#)

Docket Text:
Motion by Defendant John Erwin Doefield to Transfer Adversary Proceeding to Northern District of WV with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Transfer AP to Another District) (atygib,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\11503.pdf
Electronic document Stamp:
[STAMP bkcfStamp_ID=1019576470,Date=8/4/2004,FileNumber=14489-01]